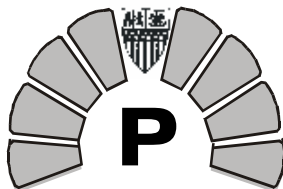


DATE _____



ACCOUNT NAME _____

120 S. Federal Suite 312

City of Santa Fe

955-6581 Fax: 955-6430

Parking Division

Monthly Parking Permit Application

PERMIT FOR: Sandoval Garage ____ Archdiocese Parking Lot ____ Masonic Temple/Montezuma Lodge ____
St. Francis School (summer only) ____ Loading Zone ____ Water Street Lot (existing permit holders only) ____
Zone A ____ Zone B ____ Zone C ____ Zone D ____

APPLICANT _____

BUSINESS NAME _____

BILLING ADDRESS _____

BUSINESS PHONE _____ HOME PHONE _____ CELL _____

	Vehicle #1	Vehicle #2	Vehicle #3
Make			
Model			
Color			
Year			
License No.			

I fully understand that this parking permit is the property of the city of Santa Fe and will expire on the 31st day of December of the year it was issued. I also understand that the window permit and key card (if applicable) must be returned to the city of Santa Fe Parking Division upon request. I understand that payment is due whether the window permit is used or not and that I will surrender it to the Parking Division if it is not used.

I have read and understand the terms and conditions of the Monthly Parking Permit Policy.

APPLICANT'S SIGNATURE_____
DATE**OFFICE USE ONLY**

ACCOUNT NAME _____

GL NUMBER _____

DEPOSIT PAID _____

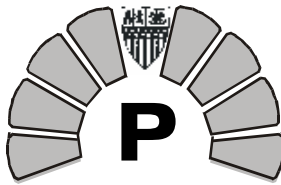
DATE ISSUED _____

PARTIAL MONTH PAID _____

PERMIT #(s) _____ KEY CARD #(s) _____

FULL MONTH PAID _____

TOTAL PAID _____



Parking Division

Monthly Parking Permit Policy

Note: All accounts must be paid in full before new permits will be issued.

• PARKING METER ZONE PERMITS

- 1) Zones A, B, C and D are \$55.00 per month
Permits will not be issued for periods less than one month. Fee is prorated for new applicants only.
- 2) A \$15.00 fee is required for each window permit. If permit is lost or stolen, an additional \$15.00 fee will be charged to replace it. There is no charge to replace a permit that is badly worn as a result of normal use.
- 3) Monthly payment:
 - A) It is the permit holder's responsibility to renew the window permit each month. Statements are mailed by the 1st week of the month.

In order to ensure proper credit to your account please remit your check with either the account number or your permit number on your check. Make check payable to:

City of Santa Fe
Parking Operations
P.O. Box 909
Santa Fe, New Mexico 87504-0909

- B) Payment* to renew permit must be received in the Parking Division office no later than the 15th of each month or it may be cancelled at the discretion of Parking Division staff.
- 4) Window permits are valid only at parking meters and only for designated zones (A, B, C or D) (map available upon request.) Zone A permits are not valid in Zone B, Zone C or Zone D and vice-versa. Permits are non-transferable.
- 5) Meters are available on a first-come, first-served basis. Having a meter permit does not guarantee a parking space, but allows the permit holder to park in any available parking space within the authorized zone.
- 6) Window permits are not valid at 30-minute parking meters (i.e., directly in front of the post office) or on streets where the 1-hour or 2-hour parking time limit is enforced.
- 7) Persons must register each vehicle that will display a meter window permit.

*Late payments will invalidate the permit. Vehicle may be cited for each day it is parked in the stall without a valid permit.

• PARKING LOT/GARAGE MONTHLY PARKING PERMITS

Space Assignment

- A. The City of Santa Fe Parking Division reserves the right to cancel any monthly parking permit upon 30 days written notice.
- B. A monthly parking permit allows the holder to occupy one standard-size parking space. Oversized vehicles and those pulling trailers that occupy more than one parking space will be charged the normal daily fee for the additional space occupied, unless prior arrangements have been made with the Parking Division.
- C. All monthly parking spaces are unassigned with the exception of 25 reserved spaces at the Sandoval Parking Garage. All unassigned spaces are on a first-come, first-park basis. During the summer tourist season parking is at its highest demand between the hours of 10:00 a.m. and 3:00 p.m. During this time every effort will be made to hold spaces if vehicles leave the facility/lot for lunch, errands, etc., but there is no guarantee that a space will be available upon arrival. During special events such as Spanish Market, Indian Market and Fiestas, Parking Division cannot guarantee available spaces in the lots or garage after 10:00 a.m.

Should the parking garage or lot be full, a "lot full" slip will be issued by the parking attendant for the driver to park at the nearest available municipal parking lot or parking meter on a space-available basis. The "lot full" slip must be displayed in the lower left corner (driver's side) of the front windshield facing out at all times. These slips will only be valid on the date they are issued.

- D. A parking stall may not be used as a storage or repair area. Vehicles that are non-operative, under repair, or being stored must be removed from the garage or lot. Any vehicle not removed within 24 hours will be impounded.

Types of Products

MONTHLY PERMITS

- A. **Window permits** will be issued on a one-time basis only and must be displayed at all times in the lower left corner of the front windshield facing out. They are valid only at the garage or lot designated on the front of the permit. All permits are numbered and must correspond with the license number of the vehicle to which it was assigned.
- B. Commercial business accounts that hold two or more monthly parking permits are required to submit a user name and vehicle description for each permit (on the application). **Each permit used requires payment for a full month, even if the business does not require parking every day.**

KEY CARDS

Key cards will be issued to all monthly parking patrons who park at the Sandoval Parking Garage or the Water Street parking lot. The key card controls entry to and exit from the parking garage or lot. If a key card is lost or stolen, it is the responsibility of the user to report the loss to the Parking Operations Permit Coordinator, 955-6615, as soon as possible.

CAUTION: The key card may not be used by more than one vehicle per entry or exit. If, at any time, the key-card holder is observed using the key card for more than one vehicle in a given period of time, the permit will be revoked. All key-card holders are required to display a valid parking permit in conjunction with the use of a key card when entering or exiting the Water Street parking lot or Sandoval Street Garage.

Parkers who display a window permit and take a ticket upon entering the garage or lot instead of using the key card will be responsible for the regular daily fee upon exiting. ABSOLUTELY NO EXCEPTIONS!

Parking Facilities, Hours, Monthly Rates and Fee Information*

FACILITY/METER ZONE	HOURS	MONTHLY RATE
Parking Meters	Zones A, B, C and D	\$ 55.00
Sandoval Parking Garage	6:00 a.m. to 11:00 p.m. Mon. – Thu.	\$ 60.00 (unassigned, regular use)
	6:00 a.m. to 1:00 a.m. Fri. – Sat.	\$ 70.00 (unassigned, 24-hour use)
	7:00 a.m. to 11:00 p.m. Sunday	\$140.00 (reserved)+
St. Francis School (summer)	7:00 a.m. to 5:00 p.m.	\$ 40.00
Montezuma Lodge (Lot 6)**	6:00 a.m. to 5:00 p.m. (Mon. – Fri.)	\$ 40.00
Masonic Temple (Lot 7)**	6:00 a.m. to 5:00 p.m. (Mon. – Fri.)	\$ 40.00
Archdiocese (Lot 9)	7:00 a.m. to 5:00 p.m.	\$ 40.00

* The rates and hours are subject to change without notice.

** Users of Masonic Temple Lot or Montezuma Lodge Lot may park at either lot.

+ A one-time fee of \$50 will be charged to cover administrative and signage costs for the reserved space.

- A. Permits will not be issued for periods of less than one month, with the exception of first-time applicants. First-time applicants who apply for a monthly permit after the 15th of the month may receive a prorate of no less than one-half the normal monthly fee.
- B. A \$15.00 nonrefundable fee per permit is required at the time of application.
- C. Should a key card or window permit be damaged, lost or stolen prior to cancellation a \$15.00 replacement fee will be required for each item with the exception of Water Street Lot 1 and the Sandoval Garage. The key cards and window permits for these facilities are issued as sets, and the replacement fee is \$15.00.
- D. Window permits cannot be duplicated. If it is determined that the permit has been duplicated it will be revoked. **No refund will be given if permit is revoked.**
- E. Individuals who have paid one full month in advance and who wish to cancel their permit will receive a refund for the month that was paid. **No refund will be given for any amount that is less than one full month.**

Payment

- A. Payment for a monthly parking permit is due no later than the first work day of the month. To ensure that the account is credited properly, please:
 - 1. Submit check with the billing invoice, or include account number, permit number and key card number;
 - 2. Make check payable to: City of Santa Fe Parking Division
P. O. Box 909
Santa Fe, NM 87504-0909
- B. Advance payment may be made, however, this does not ensure against the loss of a parking space.
- C. Monthly permit holders who fail to make a timely payment will be notified of non-payment. **Failure to respond to the notification will result in immediate cancellation of the permit.**
- D. Payment by check may be given to the uniformed parking attendant on duty. **Cash cannot be accepted.**

Permit Cancellation

- A. The City of Santa Fe must receive a 30 days' written notification of permit cancellation. Please include permit number, key card number and date parking will cease. The key card or window permit must be returned on the date specified.
- B. Due to the high demand for downtown parking, permit holders will not be allowed to temporarily cancel the parking permit for any period of time. Renewal at a later date is subject to availability.

All window permits and key cards remain the sole property of the City of Santa Fe Parking Division. As a holder of a monthly parking permit or key card, you are liable for payment of all fees due and all products returned to this division in satisfactory condition upon demand or voluntary permit cancellation.

The City of Santa Fe assumes no responsibility whatsoever for damage or loss to vehicles or its contents. All vehicles parked at permit holder's risk. ALWAYS LOCK YOUR VEHICLE!